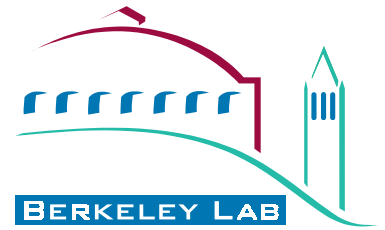
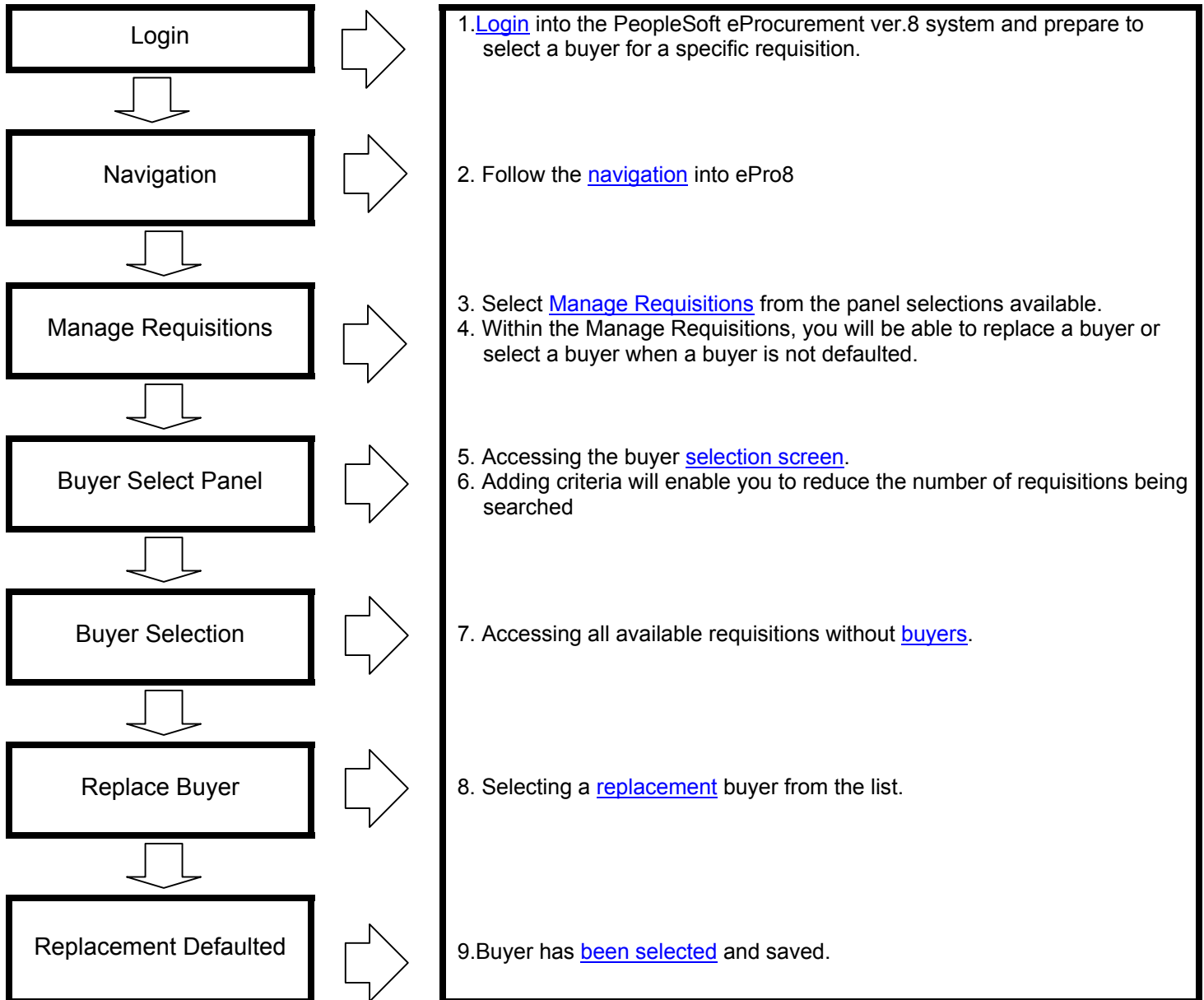


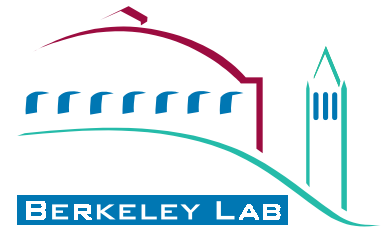
How do I assign a Buyer?



When the requisition needs to have the buyer assigned or updated.

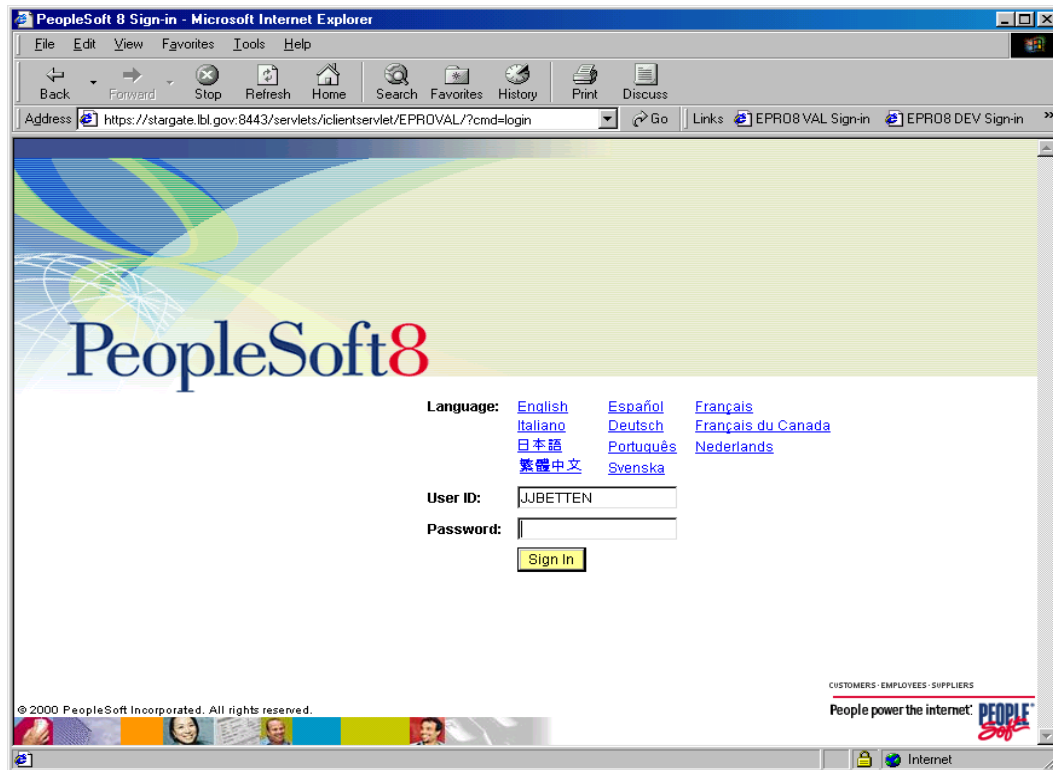


How do I assign a Buyer?

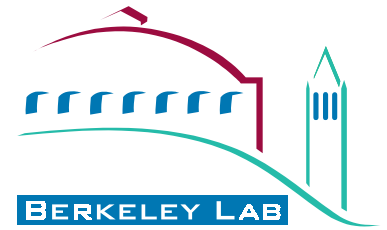


Step 1: Login

- Launch Internet Explorer (IE)
 - Follow instructions for selecting Web location for PeopleSoft ePro8
- Press **OK** and **YES** for the two security pop-ups.
 - Enter the login name as directed by instructor (UPPERCASE only)
- Password is the same as Login (UPPERCASE only)

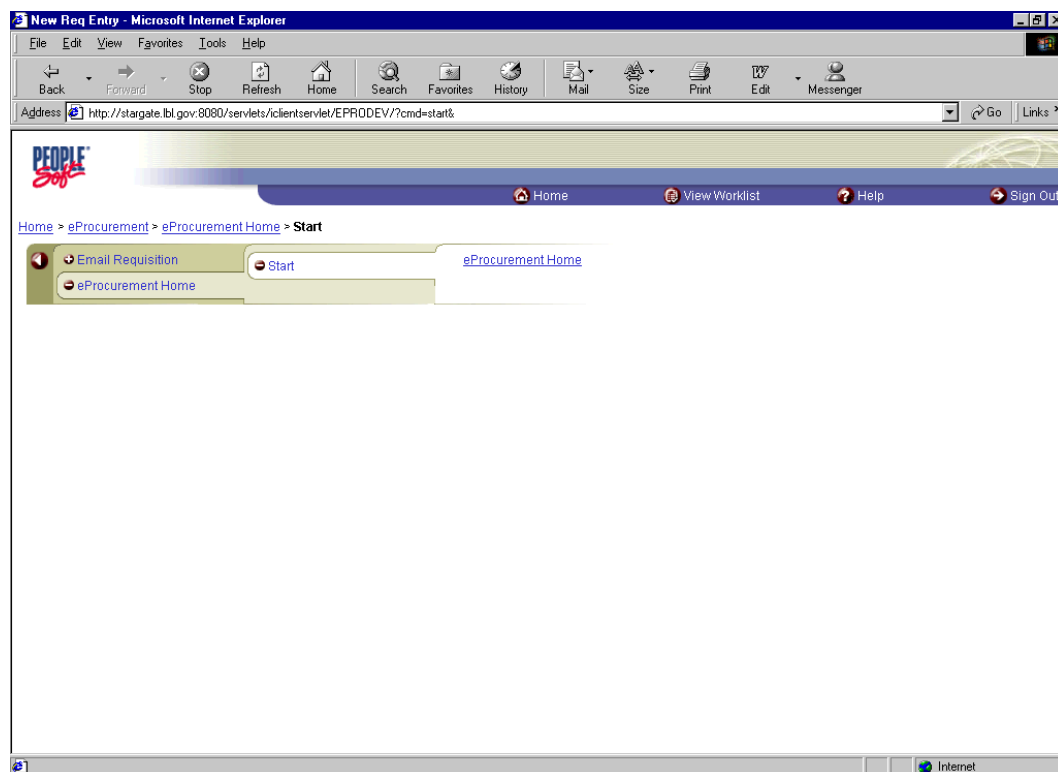


How do I assign a Buyer?

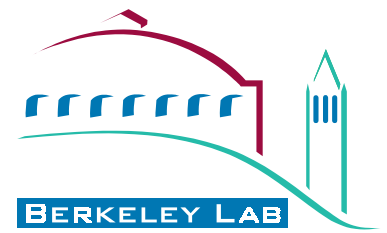


Step 2: Navigation

- ⇒ eProcurement
- ⇒ eProcurement Home
- ⇒ Start
- ⇒ eProcurement Home

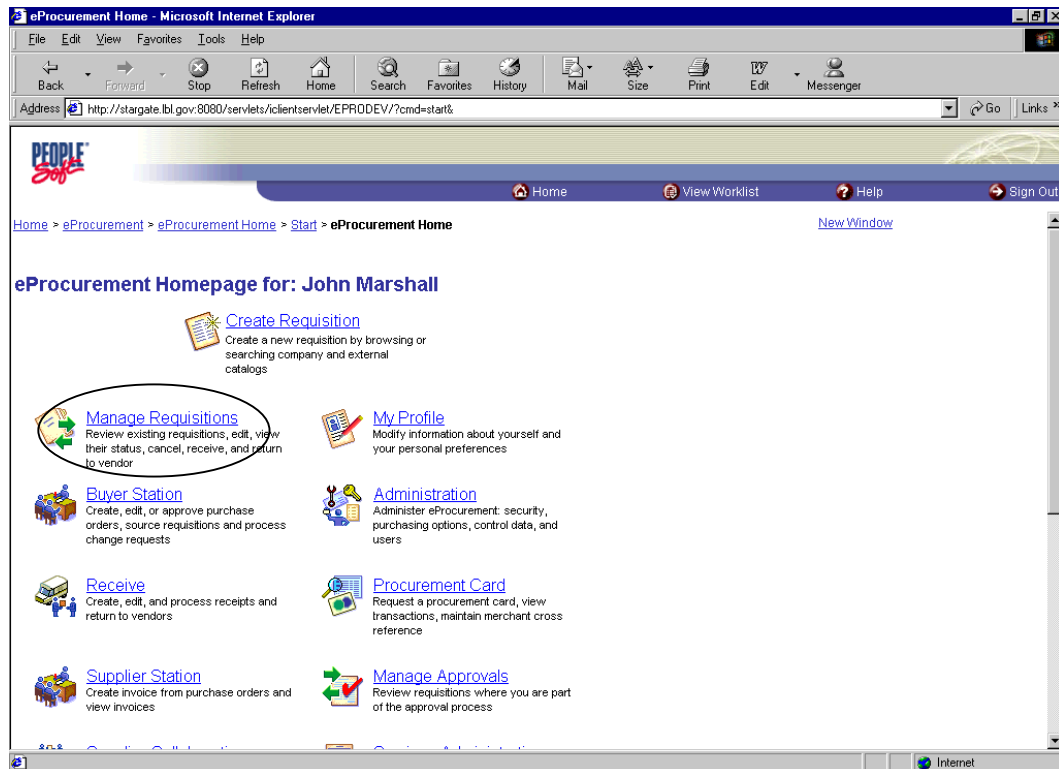


How do I assign a Buyer?

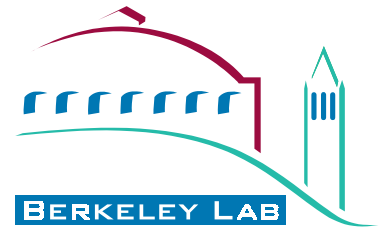


Step 3: Select Function

⇒ Manage Requisitions



How do I assign a Buyer?

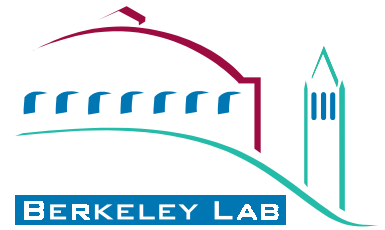


Step 4: Accessing the Buyer Selection Panel

- Click on the Buyer Selection hyperlink

A screenshot of a Microsoft Internet Explorer browser window displaying the eProcurement system. The address bar shows the URL: https://stargate.lbl.gov:8443/servlets/clientServlet/EPRODEV/?cmd=start&. The page has a navigation bar with links: Home, View Worklist, Help, and Sign Out. Below the navigation bar is a search area with fields for "Sort By" (Requisition Date), "Sort Order" (Descending), "Date From" (03/16/2002), "Through Date" (04/15/2002), and a "PO" field, with a "Go" button. A "Legend" section contains icons for Cycle, Edit, Workflow, Submit, Cancel, Re-Open, Change, Receive, and Return. The main content area displays a table of requisitions with columns: Req. Name, Bus. Unit, Date, Status, Total, Budget Status, Requester, and Entered By. The table lists five requisitions, all with a status of "Pending" and a "Valid Budget KPACE Check" status. At the bottom of the page, there is a footer with links: eProcurement Home, Create New Requisition, Inquire Change Request, Inquire Receipts, Requisition Report, and a circled link "Buyer Assignment". An arrow points from the text "Click on the Buyer Selection hyperlink" to the "Buyer Assignment" link.

How do I assign a Buyer?



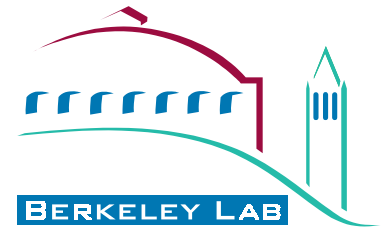
Step 5: Buyer Selection

- The Status will default to “A” for “Approved Requisitions”.
- Enter a Selection Criteria for the requisition of the “Requisition ID, Requester, Category ID, Vendor ID, or Default Buyer”
- Click the “Search” button.
- Requisitions matching your criteria will be displayed in the fields.

The screenshot shows a web browser window titled "zz LBNL PD-63 - Microsoft Internet Explorer". The address bar shows "https://stargate.lbl.gov:8443/servlets/clientservlet/EPRODEV/?cmd=start&". The page has a navigation bar with links: Home, View Worklist, Help, Sign Out, and a "New Window" link. The main content area is titled "Assign Buyer" and contains a "Selection Criteria" section with input fields for Status, Requisition ID, Requester, Category ID, Vendor ID, and Default Buyer. A "Search" button is located below these fields. Below the search section is a table with the following columns: Requisition ID, Req Line, Price, Buyer, Details, Ship To, Category ID, and Vendor ID. The table contains one row with the value "1" in the Requisition ID column. A yellow "Details" button is located next to the "1" in the Buyer column. A black arrow points from the "Search" button to the table. The table is circled in black.

Requisition ID	Req Line	Price	Buyer	Details	Ship To	Category ID	Vendor ID
1				Details			

How do I assign a Buyer?



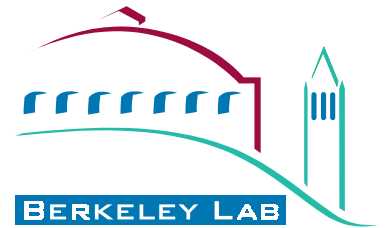
Step 6: Replace Default Buyer

- Click on the “Mag Glass” button to display the “Buyer Selection”

The screenshot shows a web application titled "Assign Buyer" within a Microsoft Internet Explorer browser window. The browser address bar shows a URL from "https://atargate.lbl.gov". The application has a navigation bar with links for Home, View Worklist, Help, and Sign Out. Below the navigation bar, there is a breadcrumb trail: Home > eProcurement > Main Menu > Use > Buyer Assignment. The main content area is titled "Assign Buyer" and contains a "Selection Criteria" section with input fields for Status, Requisition ID, Requester, Category ID, and Vendor ID. There is also a "Default Buyer" field and a "Sort Criteria" section. A "Search" button is located below the input fields. Below the search section is a table with the following columns: Requisition ID, Req Line, Price, Buyer, Details, Ship To, Category ID, and Vendor ID. The table contains three rows of data. An arrow points from the "Mag Glass" button in the "Details" column of the first row to the "Buyer Selection" text in the instruction above.

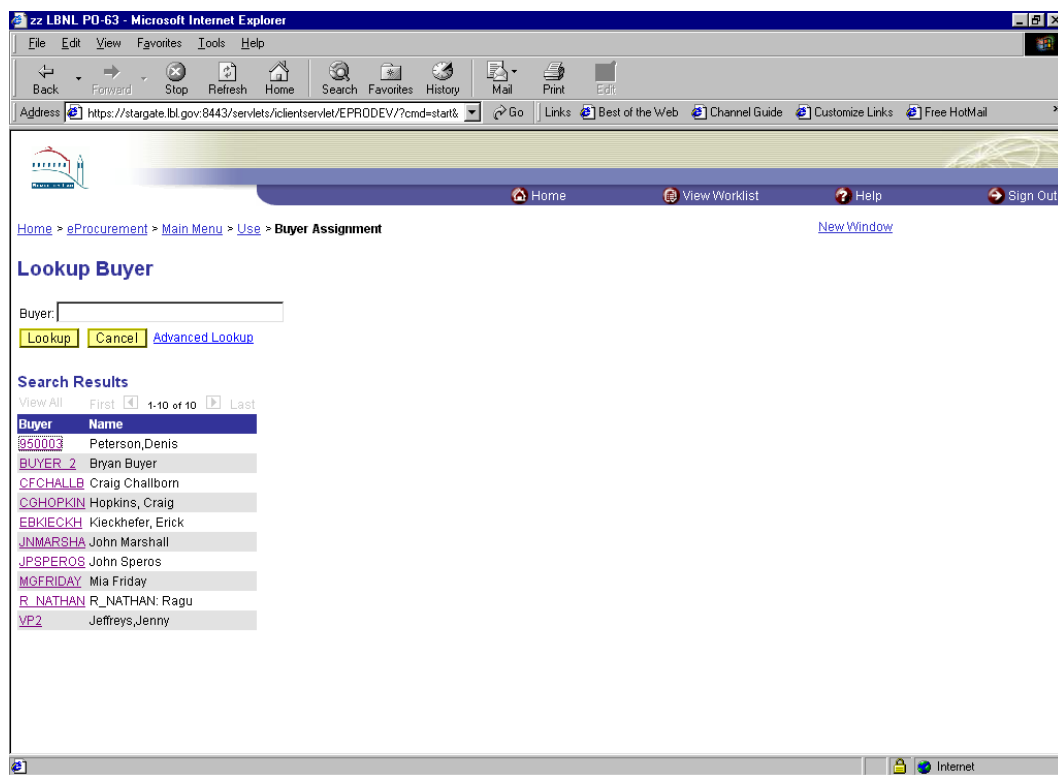
Requisition ID	Req Line	Price	Buyer	Details	Ship To	Category ID	Vendor ID
1 0000000591	1	33.00000		Details	069-0150	COMP	
2 0000000590	1	5.00000		Details	069-0150	COMP	
3 0000000588	1	7.00000		Details	069-0150	COMP	

How do I assign a Buyer?

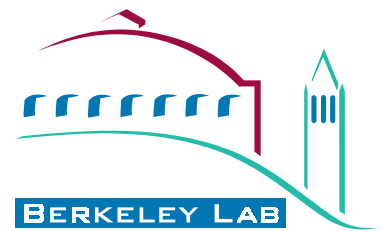


Select Buyer

- Click on the “Lookup” button
- Select “Buyer” from the list
- Double-click “Buyer”



How do I assign a Buyer?



Step 7: Replacement Buyer selected

- The new buyer is displayed in the field.

zz LBNL PD-63 - Microsoft Internet Explorer

Address: https://stargate.lbl.gov:8443/servlets/clientervlet/EPRODEV/7/cmd=start

Home View Worklist Help Sign Out

Home > eProcurement > Main Menu > Use > Buyer Assignment

Assign Buyer

Selection Criteria

Status: Requisition ID: Requester: Category ID: Vendor ID:

Default Buyer: Search: Sort Criteria:

Requisition ID	Req Line	Price	Buyer	Details	Ship To	Category ID	Vendor ID
1 0000000591	1	33.0000	UPSPEROS	Details	069-0150	COMP	
2 0000000590	1	5.00000		Details	069-0150	COMP	
3 0000000588	1	7.00000		Details	069-0150	COMP	

- Click on the Save button at the **bottom** of the panel.
- The new buyer will come across onto the requisition through the “Backbone Interlink”.